

Appendix 2

Earth Sciences Division Safety Checklist

Building: _____ Inspection conducted by: _____
 Room: _____ Date: _____
 Dept. _____ Person responsible for corrective action: _____
 Program _____

No.	Inspection Item	Sat	NI	N/A
1	Proper ergonomic workstation configuration to prevent repetitive stress (>4hrs/day usage)			
2	Duck and cover space			
3	18 inch clearance below fire sprinkler heads			
4	Doorways, corridors & stairs free of obstruction and stairway doors are kept closed			
5	Exit signs clearly visible & emergency evacuation routes posted			
6	Floor is free of slip, trip & fall hazards			
7	Housekeeping is orderly, does not create any hazards & no combustible loading			
8	Seismic anchoring (e.g., equipment, bookshelves, filing cabinets & refrigerators)			
9	Restraints are used (e.g., lips, bungee cords or chains) on shelves			
10	Proper use of extension cords & power strips (no daisy chains)			
11	Use of Ground Fault Circuit Interruptors near sinks & wet/damp areas			
12	Electrical panels (labeled, accessible & have 36 inch clearances)			
13	Proper use & labeling of refrigerators (Note: flamm storage requires rated units)			
14	Posting of laboratory entrances with hazards & contact information			
15	Food/drink stored and consumed in areas where they will not be contaminated			
16	LBNL Emergency Response Flipchart posted & has contact info listed			
17	Containers labeled with chemical name and hazard(s)			
18	Chemical inventory (Bar Codes on containers)			
19	Proper gas cylinder restraint (2 point securing)			
20	Proper chemical storage (corrosive & flammable cabinets) lack of odors & corrosion			
21	Separation of incompatible hazardous materials (acids/bases, flammables/oxidizers)			
22	Secondary containment used for liquids			
23	Fume hoods: uncluttered, spills cleaned up, slots unobstructed & EH&S certification			
24	SAAs: area posting; container selection, labeling & segregation; and use of drip trays			
25	Personal protective equipment (lab coats, safety glasses & gloves)			
26	Access to emergency eyewashes & safety showers			
27	Presence of HF exposure kits (instructions, Ca-gluconate gel & nitrile gloves)			
28	Presence of spill kits that are appropriate to the chemical hazards			
29	Hot surfaces adequately labeled & controlled			
30	Sharps containers used (biohazard label defaced for non-biohazardous sharps)			
31	Broken glass containers used (cardboard boxes)			

Office spaces: use 1-13 Sat = Satisfactory, NI = Needs Improvement, NA = Not Applicable

Notes, comments & corrective actions

Give cc of completed form to responsible person & Larry McLouth (Mail Stop 90 G). Keep cc in your files